2026

RenewableWorks Separation Guide

Pay, Benefits & More

U.S. Corporate

Topics included in this guide:

Pay

Benefits

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Employment Verification

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2026 RenewableWorks

We understand that you probably have many questions about what your employment separation means for you and your family. This document will provide you with important information about what will happen to your benefits as you separate employment with TrueBlue and affiliated companies. We will also cover other essential items including your final pay information to make the transition as smooth as possible.

This guide applies to the RenewableWorks Benefits Program.

This guide does not apply to Hawaii or Puerto Rico employees.

Pay

Final Pay

You will be paid in accordance with your current payroll payment election method. If you would like to change your payment method, please contact Payroll Services. The final paycheck will include compensation for time worked through your date of termination. Final pay will be offset by any Paid Time Off (PTO) that was taken but not earned as well as any outstanding money that is owed to TrueBlue. If you have questions about your final paycheck, please contact payrollquestions@trueblue.com or at 800.610.8920, option 3 then option 4.

- Only a few states mandate PTO payout. For details on PTO payout, please contact Payroll.
- Unearned PTO: Unearned or advanced PTO time that has been taken, but not accrued, will be deducted from your final pay.
- Health Benefits: The full or remaining current monthly health benefit deduction, including premium payment in arrears if applicable, will be deducted from your final pay.
- Operation Advance: If responsible for the operation advance of a branch, it must be at a zero balance on your last day. Any balance left from the operation advance will be deducted from your final pay.
- Please note that some forms of final payment, such as severance pay, will be taxed at the current IRS supplemental withholding rate, which is currently 22% for federal withholding. State withholding, if applicable, may also have a supplemental rate.

Pay Slip Statements

Your final pay slip will be sent to the personal email on file in Oracle within one week of the final payment. To request copies of pay slips, please email payrollquestions@trueblue.com.

How to Get your W-2

Make sure to update your mailing address with any changes to HR by December 10th by emailing employeeservices@trueblue.com. W-2's will be available to access online by January 31st for the prior year. To access W-2's online after this date, sign on to the ADP service website, https://myadp.com.

- Login with your credentials or Select Create Account if you have never logged in before.
- Select Find Me or I Have a Registration Code: TrueB-W2.
- Once logged in, you can access your prior year W-2.

If you still need help accessing your W-2, please call our W-2 Call Center at 800.722.5840, between 7 am and 5 pm (PST), Monday through Friday.

Pay continued

Bonus or Incentive Plan Payments

To be eligible for bonus or incentive plan payments, you must be actively employed by TrueBlue or a subsidiary on the scheduled bonus or incentive payment date as stated in the plan document, except where state law requires otherwise. See your plan document for details on the specific plan terms. If you have questions, please contact your HR Business Partner or your manager.

Medical, Dental & Vision

Below is an outline of what happens to your benefits as your employment ends. This information pertains to the 2026 benefit offerings.

COBRA Continuation

If you were enrolled in one of our medical plans (UHC or Kaiser), dental plans (Metlife), and/or vision plans (Eyemed), your benefits will end as of the last day of the month of termination. You can expect to receive a COBRA notification from our partner, Alight Solutions. Look for this letter to be mailed to your home address approximately 2+ weeks after your termination date. You may elect to continue coverage under COBRA at the premiums outlined in the notification. Please wait for the letter to arrive, if you do not receive it within 3 weeks after your last day worked, please call Alight Solutions at 866.998.8727.

- The COBRA election window will be available for 60 days after loss of active coverage. After this time, you will no longer be able to select COBRA coverage.
- Once elected and payment is remitted to Alight Solutions, COBRA coverage will become effective retroactive to your last day of active coverage.
- If you do not elect COBRA coverage within 60 days, you forfeit your rights to COBRA coverage for all plans.

If health care or emergency services are needed during the transition to COBRA coverage, you can discuss the transition with your healthcare provider who may have special arrangements for these situations. Alternatively, you can make payment for services and submit receipts for reimbursement to the appropriate insurance carrier after COBRA coverage is activated. More costly services can be resubmitted by the provider at a later date for payment.

Medical, Dental & Vision continued

COBRA Continuation & Medicare Considerations

If you currently have Medicare, are eligible for Medicare, or are approaching age 65, please review the following before enrolling in COBRA:

- If you already have Medicare and then become eligible for COBRA, you can have both. Medicare will be your primary payer, and COBRA will be secondary. You may enroll in COBRA and keep Medicare coverage, but you will be responsible for paying both premiums. Alternatively, you can decline COBRA and maintain Medicare only.
- If you are eligible for Medicare at the time COBRA is offered even if you have not enrolled, COBRA will still follow secondary payer rules. COBRA assumes you have Medicare Part B and will reduce payments accordingly. For this reason, most people in this situation choose Medicare over COBRA. Ultimately, your decision should be based on your individual circumstances.
- If you become eligible for Medicare after enrolling in COBRA, your COBRA coverage will end the month you become Medicare eligible. To avoid gaps in coverage, enroll in Medicare immediately.

For more information, contact Medicare at 800.633.4227 or visit www.medicare.gov.

You can also reach out to GoHealth, a leading Medicare marketplace that helps simplify enrollment in Medicare Advantage, Prescription Drug (Part D), or Medicare Supplement plans. Consultations are free: Call 888.380.0785.

Shop for Health Plans via GoHealth

GoHealth for States gives you access to health insurance plans from multiple providers at competitive rates. You can compare these plans and rates with COBRA to determine which option best fits your needs. For assistance, contact GoHealth at 855.644.8900 or www.gohealth.com/states.

Shop for Health Plans via Healthcare Insurance Marketplace

You can also explore coverage options through the Health Insurance Marketplace, a service that helps individuals shop for and enroll in affordable health insurance plans. The Marketplace is operated by the U.S. government and is available at www.healthcare.gov.

FSA & HSA

Flexible Spending Accounts

Your FSA debit card will be deactivated upon termination. If you incurred eligible expenses before your termination date, you must submit them to Alight Solutions for reimbursement either via paper claim form or online within 90 days of your termination date. Any remaining funds after this period will be forfeited. Contact Alight Solutions at 866.998.8727 or visit digital.alight.com/trueblue for claim forms. This applies to the Healthcare FSA, Limited-Purpose Healthcare FSA, and Dependent Care FSA.

You may request reimbursement for eligible dependent care expenses incurred during the remainder of the plan year using your remaining balance. However, no additional salary contributions will be made after termination. Claims must be submitted within 90 days after the end of the plan year in which termination occurs.

If you have contributed more than you've spent, you may continue participation through COBRA for the remainder of the plan year.

- Your monthly premium = your monthly pledge × remaining months in the year + 2%.
- If you elect COBRA for your FSA, you may incur eligible expenses beyond your termination date until the end of the plan year.
- Note: FSA COBRA is administered on an after-tax basis, which reduces the overall benefit.

Health Savings Accounts

If you have a Health Savings Account (HSA), you may continue to use it, as the account is yours to keep. Your HSA will remain open and active unless you choose to close it. As long as the account remains open and has available funds, it can be used to pay for qualified medical expenses for you and your eligible dependents.

Once Bank of America is notified of your termination, you will receive a letter with next steps. Please note that administrative fees for the account will become your responsibility. For more information, please visit myhealth.bankofamerica.com.

Life Insurance

Group Life Insurance (Basic and Voluntary)

Your coverage under this plan ends on your last day worked (or your termination date if you were on a leave of absence). If you wish to continue coverage and meet Voya's minimum requirements, you may have options to keep your life insurance at a cost determined by the insurance carrier. Please note premiums must be paid directly to the carrier. Voya will contact you within 31 days of your employment ending. Please review the Portability and Conversion document provided by Voya for details. For more information, contact Voya at 877.236.7564.

Group AD&D Insurance (Basic and Voluntary)

Your coverage under this plan ends on your last day worked (or your termination date if you were on a leave of absence). If you wish to continue coverage and meet Voya's minimum requirements, you may have options to keep your life insurance at a cost determined by the insurance carrier. Please note premiums must be paid directly to the carrier. Voya will contact you within 31 days of your employment ending. Please review the Portability and Conversion document provided by Voya for details. For more information, contact Voya at 877.236.7564.

Life Insurance continued

Permanent Whole Life Coverage (Voluntary)

If you had coverage at the time of your termination from TrueBlue, your Permanent Whole Life policy is eligible for portability. Once Allstate Benefits processes your termination record, you will receive a direct bill notice by mail with instructions on how to maintain your coverage outside of payroll deductions and pay premiums directly to Allstate Benefits. You must elect portability and pay the required premium within 31 days. Your benefits, rates, terms, and conditions will remain the same, and evidence of insurability is not required. Please refer to your certificate of insurance for full details, limitations, and exclusions.

If you wish to cancel your policy, contact the Customer Care Center at 800.521.3535 (Monday–Friday, 8 a.m.–8 p.m. ET) to complete a surrender request. Due to the policy's cash value, this process requires a Life Policy Service Request Form.

Disability Insurance

Short-Term Disability (STD)

Your coverage under this plan ends on your last day worked (or your termination date if you were on a leave of absence). If you became disabled before your termination date and/or are currently receiving approved benefit payments, your STD benefits will continue according to the terms of the Group Policy in effect on the date your disability began. Termination of employment does not affect your right to receive STD benefits. For assistance, contact Voya at 800.955.7736.

Short-Term Disability Buy-Up (STD Buy-Up)

Your coverage under this plan ends on your last day worked (or your termination date if you were on a leave of absence). If you became disabled before your termination date and/or are currently receiving approved benefit payments, your STD benefits will continue according to the terms of the Group Policy in effect on the date your disability began. Termination of employment does not affect your right to receive STD benefits. You must apply for portability and submit your first premium payment within 30 days, or your policy will be canceled. Going forward, all payments will be made directly to Allstate Benefits. For more information, contact Allstate Benefits at 800.521.3535.

Long-Term Disability (LTD)

Your coverage under this plan ends on your last day worked (or your termination date if you were on a leave of absence). If you became disabled before your termination date and/or are currently receiving approved benefit payments, your LTD benefits will continue according to the terms of the Group Policy in effect on the date your disability began. Termination of employment does not affect your right to receive LTD benefits. For assistance, contact Voya at 800.955.7736.

Separation while on Leave of Absence, FMLA, ADA and on STD

Employees who have taken or are currently on leave under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), or similar state laws may still be subject to layoffs. If you are separated from employment while on leave and are receiving Short-Term Disability (STD) or Long-Term Disability (LTD) benefits, Voya will continue payments until the earliest of the following:

- The date you are no longer disabled.
- The end of the maximum benefit period for your disability (see your schedule of benefits).
- The date you no longer meet all eligibility conditions.
- The date of your death.
- The date you fail to provide written proof of continued disability to Voya.
- The date you cease to be under regular and appropriate care of a doctor, or refuse to undergo an examination or testing by a doctor of Voya's choosing.

The date you stop receiving regular and appropriate care from a doctor or refuse an examination/testing by a doctor chosen by Voya. If the group policy or its disability coverage terminates after you qualify for benefits, Voya will continue payments as long as you remain eligible under the terms of the policy in effect when you qualified. For assistance, contact Voya at 800.955.7736.

Voluntary Plans

Critical Illness, Accident Insurance & Hospital Indemnity

You must apply for portability and submit your first premium payment within 31 days, or your policy will be canceled. Going forward, all payments will be made directly to Voya. For more information, contact Voya at 877.236.7564.

Cancer Detection & Genetic Screening

If you were enrolled in Cancer Detection & Genetic Screening as of your termination date, you can continue your Genomic Life membership at the same rate. You will need to log into the Genomic Life member platform, www.member.genomiclife.com, and enter your payment information for direct payment. If this is your first time logging in, you should use the email you used when you originally enrolled, then click "Forgot your password?" to set up your account. Members have 90 days to enter payment information and stay in the program. Please contact the GENOMIC LIFE Member Services team with any questions: 844.694.3666.

Voluntary Plans continued

Legal Plan

If you were enrolled in MetLife Legal Plans as of your termination date, you must respond within 30 days to MetLife to continue coverage. You can reach out to 800.821.6400 and work with their customer service team to begin the enrollment process. Please note, enrollment is prepaid via remittance of a lump sum payment for a 12-month period and remains effective for a 12-month period. Portable enrollments will remain in effect for a 12-month period and refunds will not be issued.

Identity Theft + Fraud Protection

If you were enrolled in Aura Identity Theft + Fraud Protection as of your termination date, Aura Identity & Fraud Protection will send you an email regarding next steps if you wish to continue this coverage. You must respond within 30 days, or your policy will be canceled. If there are any questions, you can reach out directly to Aura Identity & Fraud Protection at 844.931.2872.

Spending and Financial

401(k) Plan

Your termination will be reported to Empower Retirement within two pay dates following your termination date. Empower will mail an information packet to your home advising you of your account distribution options. Should you have questions, contact Empower Retirement at 888.411.4015. You may access your account online at www.empowermyretirement.com.

Transportation & Commuting Benefits

Deductions will cease with your final paycheck. Your FSA Debit Card will be deactivated upon termination and your balance will be forfeited the month following your termination. For assistance, contact Alight Solutions at 866.998.8727.

Employee Stock Purchase Plan (ESPP)

If you participated in the ESPP and have a balance or would like to sell your shares, please contact Computershare (EquatePlus), the transfer agent for the ESPP at 866.666.0548.

Kashable Loan Program

If you were enrolled in the loan program as of your termination date and continue to owe, please reach out to Kashable to set up an alternative payment method for the remainder of your loan repayment schedule, since they will no longer be deducted from your paychecks. Typical methods are ACH debit from a checking account, certified check, or money order. Kashable can be contacted 7 days a week by phone or email at 646.663.4353 or support@kashable.com.

Spending and Financial continued

Financial Wellness Tool: Fidelity Global

You will no longer have access to the Financial Wellness Tool after your termination.

Non-Qualified Deferred Compensation Plan (NQDC)

Distributions from the NQDC are paid once per quarter. Your termination automatically begins the distribution process from your account. If you meet the criteria to be a Specified Employee under IRC 409(a), the distribution process will begin six months following your termination date. There is no option to change the distribution timing or to roll it to another account. You will be notified of the payment date of your account once the payment request has been submitted to the TrueBlue Payroll Dept. To facilitate this notification, please ensure your personal email is on file in Oracle (go to the "me" tab, click on "contact info"). Should you have questions about your distribution or account, please contact NEWPORT GROUP at 800.230.3950. To update your contact information, if needed, email employeeservices@trueblue.com.

Equity

Any unvested stock awards will be forfeited upon separation. Stock awards that vested prior to your separation date are not impacted. Vested shares were deposited into your personal brokerage account at the time of vest.

If you have any further questions about your stock awards, please contact MERRILL LYNCH customer service by calling 877.767.2404 (US)

Additional Employee Programs

Employee Assistance Plan (EAP)

You may continue to use the EAP program for up to 90 days following your termination. For confidential support, please reach out to ComPsych. They are available 24/7 to assist with questions, arrange free counseling sessions, and provide resources. You can contact ComPsych directly at 877.533.2363, online at www.guidanceresources.com, or by app at "GuidanceResources Now". Web ID: MY5848i.

Home & Auto Insurance

If you were enrolled in Farmers Home and Auto Insurance as of your termination date, please note that your premium may change at renewal, as the company discount will no longer apply. You will need to continue making payments directly to Farmers. For additional information, please contact Farmers at 800.438.6381.

Pet Insurance

If you were enrolled in Nationwide Pet Insurance as of your termination date, please note that your premium may change at renewal, as the company discount will no longer apply. You will need to continue making payments directly to Nationwide. For additional information, please contact Farmers at 877.738.7874.

Unemployment

All states have enacted unemployment integrity laws requiring employers to respond to unemployment claims accurately and on time. TrueBlue must provide the state with information for all employees who leave the company, whether voluntarily or involuntarily. The state ultimately determines eligibility for unemployment benefits. Please note: Severance pay may affect unemployment benefits, and the impact varies by state. When an unemployment claim is filed, severance pay must be reported to the state. To confirm your eligibility, contact your state unemployment office or visit www.usa.gov/unemployment.

Unemployment Eligibility

So your state unemployment office is the best source for accurate information. Each state sets its own eligibility guidelines, but you may qualify if you:

- Are unemployed through no fault of your own
- Meet your state's work and wage requirements
- Meet any additional state requirements

Unemployment continued

Separation Agreements (if applicable) and UI Claims

Having signed your separation agreement does not disqualify you from receiving unemployment benefits.

Filing a UI Claim

You need to file a claim with the state in which you worked.

UI Claim and Employer Location Information

It is recommended to use the address of the location in which you physically worked. Alternatively, you may use the TrueBlue Tacoma corporate information as follows.

Address: TrueBlue, Inc., 1015 A Street, Tacoma, WA 98402 Phone: 253.383.9101

See list below for FEINs. When filing a claim, you should list the FEIN for the company listed on your paychecks while employed. Employer FEINs:

	FEIN
TrueBlue Inc.	91-1287341
PeopleReady, a TrueBlue Company	
PeopleReady, Inc.	22-3606736
PeopleReady Florida, Inc.	22-3606731
PeopleScout, a TrueBlue Company	
PeopleScout, Inc.	36-3755387
PeopleScout MSP, LLC	61-1808863
PeopleManagement, a TrueBlue Company	
Centerline Drivers, LLC	26-1852032
Staff Management Solutions, LLC	32-0361876
SMX, LLC	38-3860129
SMX Cargo, LLC	90-1015915
Simos Payroll, LLC	45-3928920
RenewableWorks LLC, a TrueBlue Company	38-3770121
Healthcare Staffing Professionals (HSP)	20-5719228

Unemployment continued

Employer UI Claim Processing

We are committed to responding to all claims as quickly as possible, in the order they are received. Additionally, we ensure that every claim is addressed before the state-mandated deadline.

State Unemployment Department Approval or Denial of UI Claim

Approval or denial of an unemployment claim is a decision made by each state's unemployment department. Please reach out to your state if you have questions about the status of your claim. Click here to find contact information for your state's unemployment department

ComplianceAlert

TrueBlue established ComplianceAlert as a way for individuals affiliated with the Company to anonymously and confidentially raise ethics concerns and report violations of the law and the Company's Code of Conduct, values, BE TRUE standards, policies and other company rules.

Raising concerns or reporting misconduct can be done online at www.truebluecompliancealert.com or you can report by phone in the United States and Canada at 1.855.70.ALERT. When calling outside of the US & Canada, callers must first dial the direct access code for their country and their specific provider if one is required. Check the DA website business.att.com for the local codes. Local privacy laws in Spain and the EU may permit only specific types of reporting, such as accounting, financial, auditing and bribery to the hotline phone number. In those countries, report other issues to TrueBlue Human Resources at hr-advice@trueblue.com.

Return of Company Property

At the time of your separation, the following items must be returned to the company. If you still have any of these items after termination, please make arrangements to return them immediately.

Support Staff	Operations Employees
Company credit cards	Company credit cards
Building access card/ID badge	Branch key
Parking garage access card	Wireless devices
Wireless devices	Laptop
Laptop	

Company Issued Equipment

Please make arrangements with your manager to return all company issued equipment. Failure to return Company or Client property after separation will impair your eligibility for rehire with the company in the future.

Company Issued Wireless Devices

If you have been issued a cellular phone or a Wi-Fi device by the company, the devices must be returned to your manager on or before your termination date. Make sure the device is returned unlocked. If you receive calls on your personal phone from customers, please direct them back to the correct TrueBlue contact.

Company Credit Cards & Personal Expenses

If you were issued a company credit card, it must be destroyed or returned to your manager before your termination date. Any open expense transactions charged to your corporate credit card must be submitted in Concur before your termination date. If you have personal expenses on your company card, you must arrange repayment within 30 days of your termination date. Payments can be made by check or money order and sent to Employee Expenses at the corporate address listed below:

Trueblue, Inc.
c/o Treasury Department
1015 A Street, Tacoma, WA 98402

Expense Report

If you have any outstanding business expenses, either on your company card or paid out of pocket, please submit them through Concur via Oracle on or before your last day of employment. For questions, call 800.610.8920 (Option 3, then Option 8) or email eexpenses@trueblue.com.

Return of Company Property continued

Cancel Company Travel

Prior to or on your termination date, all company travel scheduled to occur after your termination date must be canceled. Cancel travel at Adelman Travel Desk at 253.680.8286 or via email at travel@trueblue.com.

Update Contact Information

Update Home Address, Personal Phone Number and Email Address

Please ensure we have your current address, personal phone number, and email address on file. This is important so you receive your benefit information and tax documents, such as W-2 and 1095-C. To update your information, email Employee Services at: employeeservices@trueblue.com.

Contact Directory

		Phone	Website/Email
TrueBlue - Payroll Services	Final pay, change payment method or request pay slip statements	800.610.8920, opt 3 then opt 4	employeebenefits@trueblue.com
Contact information			
RenewableWorks - Benefits Dept.	Benefit questions	253.382.3351	renewableworksbenefits@trueblue.com
Medicare	Medicare coverage	800.633.4227	www.medicare.gov
GoHealth for Medicare	Medicare coverage	888.380.0785	www.gohealth.com
GoHealth for State Plans	Shop for health plans	855.644.8900	www.gohealth.com/states
Health Insurance Marketplace	Shop for health plans on the Marketplace	none	www.healthcare.gov
United Healthcare	Medical coverage	833.822.7259	www.myuhc.com
CapitalRx Prescription Drug Coverage	Prescription drug coverage questions	833.202.5951	www.mycapitalrx.judi.health.com
United Healthcare	Dental coverage	833.822.7259	www.myuhc.com
United Healthcare	Vision coverage	833.822.7259	www.myuhc.com
Your Benefits: COBRA			
COBRA - Customer Care Center	Medical coverage	866.747.0048 TTY 711	cobra_kyoperations@uhc.com uhcservices.com
Your Benefits: FSA & HSA			
Alight Solutions	Flexible Spending Account (FSA) for health and dependent care	866.998.8727	digital.alight.com/trueblue
Bank of America	Health Savings Account (HSA)	800.718.6710	www.myhealth.bankofamerica.com
Your Benefits: Life Insurance			
Voya	Life / AD&D	877.236.7564	presents.voya.com/EBRC/TrueBlue
Your Benefits: Disability Insurance			
Voya	Short-term Disability	800.955.7736	presents.voya.com/EBRC/TrueBlue
Your Benefits: Voluntary Plans			
Voya	Standard/Preferred Fixed Indemnity	877.236.7564	www.voya.com
Voya	Critical Illness, Accident Insurance, & Hospital Indemnity	877.236.7564	presents.voya.com/EBRC/TrueBlue
Genomic Life	Cancer Detection & Genomic Screening	844.694.3666	www.member.genomiclife.com
MetLife	Legal plan	800.821.6400	www.member.genomiclife.com
Aura MetLife	Identity Theft + Fraud Protection	844.931.2872	www.my.aura.com
Your Benefits: Additional Employee Programs			
ComPsych Guidance	Employee assistance plan (EAP)	877.533.2363	www.guidanceresources.com Web ID: MY5848i
Farmers Home & Auto	Home and auto insurance discounts	800.438.6381	www.myautohome.farmers.com
Nationwide Pet Insurance	Pet insurance discounts	877.738.7874	www.petinsurance.com/trueblue

		Phone	Website/Email
Unemployment			
USA.gov	Apply for unemployment benefits	844.USA.GOV1	www.usa.gov/unemployment
ComplianceAlert			
ComplianceAlert	Anonymously raise concerns or report misconduct	855.702.5378	www.truebluecompliancealert.com
Return of Company Property			
Company Credit Cards, Personal Expenses & Expense Reports	Submit payment for any personal expense charges to TrueBlue, c/o Treasury Department, 1015 A Street, Tacoma, WA 98401	800.610.8920, opt 3 then opt 8	eexpenses@trueblue.com
Adelman Travel	Company travel arrangement cancellation	253.680.8286	travel@trueblue.com
Update Contact Information			
TrueBlue - Employee Services	Update home address, personal phone number and email address	none	employeeservices@trueblue.com

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